

2012 CITY OF FALLS CHURCH FALL FESTIVAL
& TASTE OF FALLS CHURCH
VENDOR APPLICATION AND CONTRACT

WHAT: 37th Annual Falls Church Fall Festival & Taste of Falls Church
WHEN: Saturday, September 15, 2012 from 10am – 4pm RAIN OR SHINE
WHERE: Falls Church Community Center Grounds & Cherry Hill Park
223 Little Falls Street
Falls Church, VA 22046

DEADLINE TO REGISTER: Friday, June 22, 2012

VENDOR STIPULATIONS:

- ❖ All spaces and set-up times will be assigned and **set-up times are firm.**
- ❖ **Please note booth sizes. Standard tents are too large to fit in a 6x10 space.**
- ❖ **Vendors must stay in their assigned space, which includes use of tents.** Vendors shall not sublet any part of their space or use any aisle space and are responsible for clean up of their area including trash.
- ❖ Vendors must stay for the entire duration of the festival and may not leave the booth unattended during the show hours, except for short periods. Vendors are not permitted to close their booth prior to 4pm.
- ❖ Upon conclusion of the festival, all vendors must quickly pack up their area and exit City Hall grounds. All vendors are required to make a quick departure from the festival.
- ❖ Vendors provide their own display items, tables, chairs and tents (if desired.)
- ❖ Vendors are responsible for the licenses and taxes related to their sales. An ST-50 tax form will be included in your vendor confirmation packet. For any tax questions, contact Jennifer Burton, Virginia Department of Taxation at (703) 590-2390.
- ❖ Selling of spray snow, "neige magic", silly string, "snap-its" or related items are prohibited. In addition, flea market and resale items are also prohibited. All items for sale must be **legal goods**. No fraudulent or counterfeit items that violate copyright laws will be permitted.
- ❖ Baked goods are to be sold by food vendors only.
- ❖ No vehicles are permitted in the festival area, except during the initial set-up time to deliver items.
- ❖ Electricity, water and tents are **not** provided.
- ❖ Event organizers reserve the right to limit the number of vendors per category, **but exclusivity of items is not guaranteed.**
- ❖ Falls Church Recreation and Parks Department reserves the right to remove any item from display that does not meet guidelines.
- ❖ Falls Church Recreation and Parks Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen or damaged items. You must provide your own insurance.
- ❖ No refunds or transfers once you have submitted your application.
- ❖ Confirmation material with specific details will be mailed to you in late August.

Applications due by Friday, June 22, 2012. The \$20 Late Fee must be included if after June 22, 2012.

TO APPLY:

1. Complete the attached form.
2. Enclose a check made payable to "City of Falls Church" or list appropriate credit card information.
3. **Enclose a self-addressed stamped envelope.**
4. Mail to: Falls Church Recreation and Parks Department
Special Events
223 Little Falls Street
Falls Church, VA 22046
(703) 248-5027 FAX: (703) 536-8150
6. Email to: jpaxton@fallschurchva.gov

Applications can also be found at www.fallschurchva.gov

2012 CITY OF FALLS CHURCH FALL FESTIVAL & TASTE OF FALLS CHURCH

ORGANIZATION NAME: _____

CONTACT NAME: _____

COMPLETE MAILING ADDRESS: _____

ZIP: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBERS: PRIMARY: (____) _____ ALTERNATE: (____) _____

STATE SALES TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF **ALL ITEMS** TO BE SOLD AND/OR DISTRIBUTED: (Additional information may be attached.)

BOOTH TYPES, SIZES AND FEES: (CHECK ONE)

____ CIVIC: Civic/non-profit organization (501(c) 3 status)

Information ONLY – No sales except membership

6' (width) x 10' (depth) = \$50

____ ARTIST/CRAFTER: Handmade **by the vendor**

6' (width) x 10' (depth) = \$70

10' (width) x 10' (depth) = \$105

____ BUSINESS: Including handmade items not made by the vendor

10' (width) x 10' (depth) = \$200

Request same space as 2011 Fall Festival (may not be available) ____ Y ____ N **SPACE#** _____

ADD \$20 LATE FEE AFTER FRIDAY, JUNE 22, 2012. SPACE DEPENDS ON AVAILABILITY.

Method of Payment:

____ Check (made payable to *City of Falls Church*)

____ Credit Card – **circle one: Visa MasterCard American Express Discover**

Credit Card Number: _____ Exp: _____

ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE WITH APPLICATION.

MAIL TO: FALLS CHURCH RECREATION AND PARKS DEPARTMENT
SPECIAL EVENTS
223 LITTLE FALLS STREET
FALLS CHURCH, VA 22046
(703) 248-5027 Fax: (703) 536-8150

EMAIL TO: jpaxton@fallschurchva.gov

I HAVE READ THE VENDOR STIPULATIONS AND AGREE TO ABIDE BY THEM. ANY VENDOR FOUND IN VIOLATION WILL BE ASKED TO CLOSE THEIR BOOTH AND WILL FORFEIT ALL FEES PAID.

SIGNATURE _____ DATE _____

OFFICE USE ONLY=====

CATEGORY: _____ DATE RECEIVED: _____ PAID: \$ _____

BOOTH #: _____ SET UP TIME: _____